

EMPLOYMENT OPPORTUNITY

20 East Sixth Street • Tempe, Arizona 85281 • 480/350-8276 • TDD 480/350-8400
<http://www.tempe.gov>

Committed to Equal Opportunity and Reasonable Accommodation



REVISED

COMMUNITY SERVICES DIRECTOR (Community Services Department) Recruitment Code #300269

OPENING DATE: February 22, 2010

CLOSING DATE: March 22, 2010

ANNUAL SALARY RANGE

\$117,249 - \$158,286

Negotiable Upon Offer

This position is FLSA Exempt - ineligible for overtime compensation and/or compensatory time.

This position is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

Per the City of Tempe's Personnel Rules and Regulations, Rule 3, Section 301.B, this position requires that the successful candidate be a resident of the City of Tempe within a time period after their appointment date designated by the City Council or the City Manager, respectively.

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree from an accredited college or university with major course work in business management, public administration, parks and recreation management, sociology/social work, criminal justice, education or other related field; Master's degree preferred.

Work Experience:

Eight years of increasingly responsible management / administrative experience with expertise in at least one of the following public programming or social services areas:

- Recreation; or
- Human Services; or
- Library Services; or
- Cultural Services

APPLICANT REQUIREMENT

Applicants are required to submit a cover letter, resume (including an e-mail address), and the attached supplemental questionnaire. If requesting veteran's preference, the appropriate DD214 must be attached at the time of application.

POSITION INFORMATION

The role of the Community Services Director is to oversee Community and Recreation Services. The Community Services Director is responsible for the management of the Library, the History Museum, the Tempe Center for the Arts, park planning and development, human, cultural, recreational, and social services programming to include; counseling, Kid Zone, diversion programs, Care 7, adapted, special interest classes, sports, aquatics, special events and all

related facilities. The Community Services Director is responsible for determining departmental policies; planning long term programs; managing the department's budget and handling complex administrative duties.

In addition, the Community Services Director develops and promotes a solid relationship with the general public; City Council; boards and commissions; various employee groups; other City departments; and other municipalities.

REPRESENTATIVE DUTIES

(For the complete job description go to: <http://www.tempe.gov/jims/>)

- Administer, plan, and direct the activities of the following divisions / sections / programs: Tempe Public Library, Recreation Services, Cultural Services, and Social Services.
- Advise, consult and provide information to the City Manager regarding the Community Services Department and its programs.
- Ensure quality facilities for youth, adult and recreation programs and services provided to the citizens of Tempe.
- Coordinate and staff appropriate citizen advisory boards to review and improve departmental programs, services, and activities. Make recommendations for improvement to the City Manager, Assistant City Manager and City Council as necessary.
- Responsible for special events hosted by the City of Tempe.
- Develop and implement policies to ensure a safe environment for participants of educational, recreational and special event activities.
- Attract and develop a quality work force of regular and seasonal staff with technical expertise and interpersonal skills.
- Provide leadership and direction in planning and prioritizing tasks, strategic planning initiatives, and upholding the City's stated mission and values.
- Lead the City Manager's initiative to provide focused learning experiences and resources to improve performance and maximize leadership in the workplace.
- Administer and direct comprehensive programs; formulate and recommend policies, regulations and practices for carrying out the program; consult with and advise the City staff to coordinate the various phases of the policies, practices, ordinances and resolutions.
- Direct and participate in meetings with vendors, contractors, and consultants regarding the administration of work and/or contracts.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Confer, advise and/or direct division heads on problems relating to activities within their division.
- Facilitate the resolution of employee relation issues as well as represent the City in matters of concern to associations representing City employees.
- Advise and assist the City Manager, department management, and employees in a variety of work related matters including the interpretation and application of policies and processes.
- Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Coordinate activities with those of other City departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Make presentations before the City Council and other boards, commissions and community organizations.

- Develop and implement annual Capital Improvement Project (CIP) program for the department including neighborhood park renovations, facility renovations and other projects as determined by the department, City Manager or City Council.
- Supervise and participate in the development and administration of the department budget; direct the forecast of additional funds needed for staffing, equipment materials, and supplies; monitor and approve expenditures; and implement midyear adjustments.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Have a strong commitment to value diversity in the Department and the City.
- Perform related duties as assigned.

SELECTION CRITERIA

Applicants whose experience and training most closely suit the needs of the City may be selected for further testing/interviews. Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment.

KLM/tlm

Candidate Supplemental Questionnaire

Please submit a completed Candidate Supplemental Questionnaire form along with your cover letter (with salary requirement) and resume. Failure to do so could disqualify you from further consideration in the selection process. Please also include an e-mail address.

PART I: EXPERIENCE OVERVIEW

Highlight all your professional work experience in the sections provided below. Use one row per position held. For example, if you have held four positions use four rows even if three positions were with the same employer.

Business Name / Location / Employment Dates	Number of Regular / Permanent Employees		Your Job Title	Highest Number Direct Reports	Describe Position's Primary Purpose or Function
	Entire Organization	Department/ Division			
<i>Example: Wide World of Widgets Sarasota, FL (08/05 – Present)</i>	800	15	<i>Benefits Manager</i>	7	❖ <i>Oversaw company's benefits, retirement, and FMLA programs</i>
					❖
					❖
					❖
					❖
					❖
					❖
					❖

COMMUNITY SERVICES DIRECTOR

Candidate Supplemental Questionnaire

PART II: EXPERIENCE IN SPECIFIC AREAS

Each question focuses on a particular area of responsibility associated with our Community Services Director position. This section is designed to allow you an opportunity to expand upon your professional experience as it relates to each of these vital areas. Since this is part of the selection process, it is to your advantage to fully and accurately provide the information requested.

DIRECTIONS:

Each answer should be typed and doubled spaced.

Along with each response, please include the following when discussing your experience:

- **Your employer(s) name**
- **Your job title(s) at the time**
- **Percentage of time spent performing those respective duties.**

1. Describe your professional experience in the public sector area.
2. Describe your work experience in the area of recreation/ sports management administration.
3. Describe your experience in the areas of human and cultural services administration.
4. Describe your level of management experience, including the number of years.
5. Describe your experience in employee development / training.
6. Describe your experience in dealing with bargaining units or labor groups.



Optional Employment Data Record

Completing ethnicity, gender, age and disability information is **OPTIONAL**; it is used for statistical reporting purposes only. It is **NOT** disclosed to the hiring department.

Position Applied for: _____ RC#: _____

Name: _____ Date: _____
Last First

Gender: Female Male

Disabled: Yes No

Ethnic Group:

White

Black

Hispanic

Asian

American Indian

Other

Age Group:

16 and under

17 – 20

21 – 29

30 – 39

40 +

Highest grade completed: _____

How did you hear about this position: _____

HOW TO APPLY

APPLICATION PACKETS MUST BE RECEIVED BY 5:00 P.M. ON THE POSTED CLOSING DATE.

Application packets include:

- Cover letter
- Resume
- Supplemental Questionnaire (Part I & II) – (you may make copies of questionnaire if you require additional space)
- Optional Employment Data Record

Application packets can be submitted in the following ways:

- By Mail
- By email: jobs@tempe.gov (application packet is in PDF and cannot be saved so you will need to first print & then scan your documents prior to emailing)
- Walk In - Applications are accepted between the hours of 7:30 a.m. to 5:00 p.m., Monday through Friday
- 24 Hour Drop Box - The drop box is located on the outside of the Human Resources building on 6th Street.
- **Faxes will not be accepted.**

Our address is:

City of Tempe
Human Resources Department
20 E 6th Street
Tempe, AZ 85281

Questions:

Please call (480) 350-8276